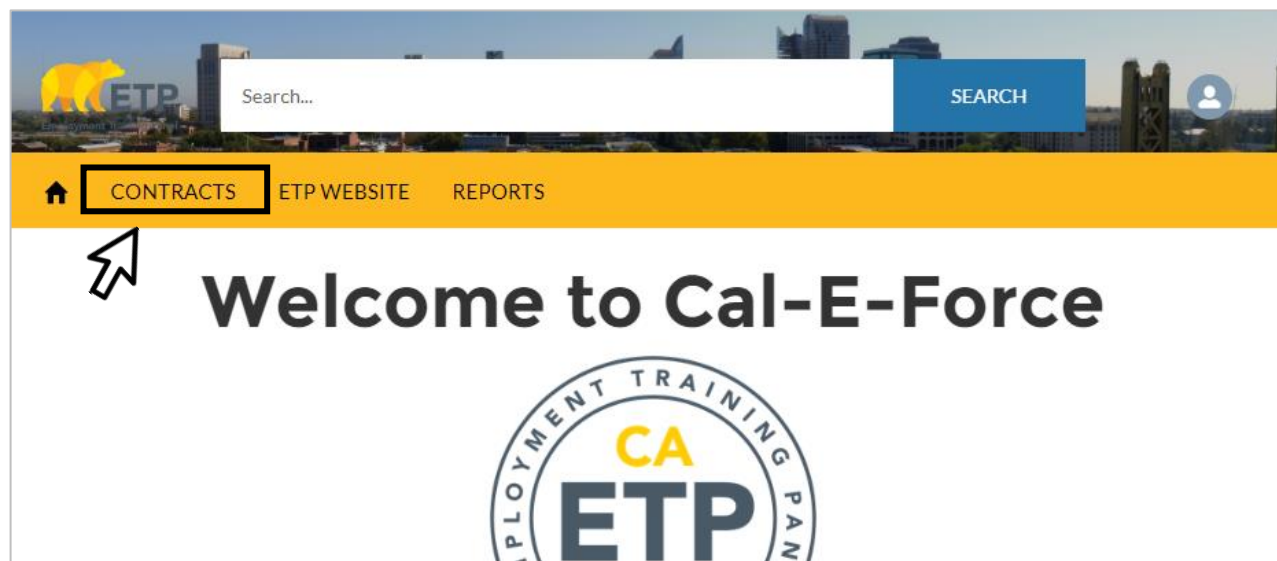


# ETP CAL-E-FORCE REFERENCE CARD – MANUAL PROGRESS PAYMENTS

1. At the top of the landing page, select the **Contracts** button on the button bar.

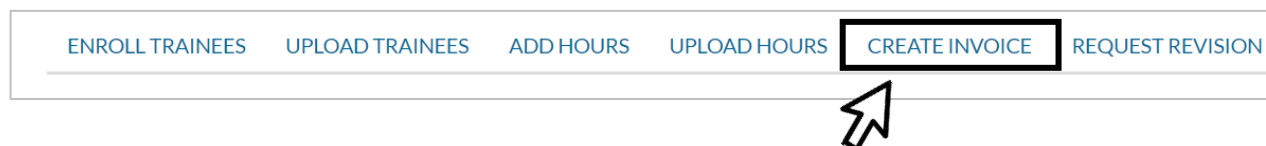


2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.

The screenshot shows the ETP Cal-E-Force Contracts page. The top navigation bar is orange and contains a home icon, 'CONTRACTS', 'ETP WEBSITE', and 'REPORTS'. Below the navigation bar, the 'Contracts' section is displayed with a dropdown menu set to 'All Contracts'. A table lists two contracts. The first contract, '19KO-12345', has a 'View' button highlighted with a black box and a mouse cursor.

	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	<a href="#">View</a>	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	<a href="#">View</a>	Vanderpump Construction	Contract Executed In Progress

3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



## ETP CAL-E-FORCE REFERENCE CARD – MANUAL PROGRESS PAYMENTS

4. Choose **Progress** from the invoice types and click **Next**.

### Choose Invoice Type

☒ Progress  
☐ Final  
☐ Close - Out

5. Check the checkbox(es) for the trainee(s) you would like to invoice a progress payment for.

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	<input checked="" type="checkbox"/> P1	<input type="checkbox"/> P2	DROP
Luann	de Lesseps	7898	9	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bethenny	Frankel	7897	9	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Click the **Next** button at the bottom of the page.

## ETP CAL-E-FORCE REFERENCE CARD – MANUAL PROGRESS PAYMENTS

7. The system will provide you with a summary of the progress payments that have been submitted and any errors messages.

### Vanderpump Dogs - 1

Invoice Date  
2019-06-13

Contract Number  
19KO-12345

Total Amount Requested  
\$313.50

PAYMENT TYPE	JOB NUMBER	NUMBER OF TRAINEES	TOTAL
P1	2	2	\$330.00
P2	2	1	(\$16.50)

8. Click the **Submit** button to complete your upload.

[Previous](#)

[Back to Contract](#)

[Discard Invoice](#)

[Submit](#)



9. You will now be taken to the Invoice Details page for the invoice you successfully submitted.



Invoice  
1

Status

Requested

[Back To Contract](#)

[19KO-12345](#)